



Job Announcement

<http://mdcourts.gov>

TTY/D use Maryland Relay Service

Opening Date:	June 18, 2010	Closing Date:	July 2, 2010
Job Title:	Juvenile Assistant	Position Type:	Regular Full Time
PIN:	059894, 059915	FLSA Status:	Non-Exempt
Location:	Circuit Court for Baltimore City Baltimore, Maryland	Grade/Salary Range:	J06 \$28,372 - \$33,618

Regular state employees subject to promotion/demotion policy

Essential Functions: Prepares and transmits records on appeal to the Court of Special Appeals and the Court of Appeals. Assigns pre-approved counsel to CINA cases, in the absence of the Manager. Assists the public and attorneys by providing information about the status of cases or Clerk's Office procedures, both at the counter and by telephone. Files correspondence in appropriate case file. Provides true test copy of court orders and other case related documents. Maintains record of forwarded appeals and cases transferred to other jurisdictions. Receives, opens, sorts and distributes mail. Purge files according to established procedures. Receives and process bails/fines for the Juvenile Division.

Education: High School Diploma or GED.

Experience: Minimum of one year of related experience.

Skills/Abilities: Ability to communicate in an effective, patient, tactful manner with customers and co-workers. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret comments and notations and record essential information. Ability to set priorities and simultaneously process multiple duties and responsibilities. Ability to apply job related terminology. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing or alphanumeric data input test, not to exceed 5 minutes each. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN number, and location. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Circuit Court for Baltimore City
Room 412 Courthouse East
111 N. Calvert Street
Baltimore, MD 21202
Attn: Frank M. Conaway, Clerk

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States Citizens or eligible to work in the United States.